MARAC / SNCA
FALL MEETING 2001
RICHMOND, VIRGINIA
OMNI HOTEL
OCTOBER 25–27, 2001

OLD BITS, NEW BYTES

ARCHIVAL COLLECTIONS – PAST, PRESENT, AND FUTURE

MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Welcome!

The Program and Local Arrangements Committees invite you to experience **Old Bits, New Bytes: Archival Collections–Past, Present, and Future** at the Mid-Atlantic Regional Archives Conference meeting in Richmond, Virginia, October 25–27, 2001. We especially welcome members of the Society of North Carolina Archivists (SNCA) who will be joining us for this meeting. Please take advantage of this opportunity to meet our colleagues from south of the MARAC border.

In keeping with the conference theme, the program will focus on archival issues relating to traditional collections, as well as the challenges created by electronic records. Numerous sessions will focus on documenting communities and events (including ethnic groups, churches, and anniversaries) on the local level and in a larger context. Other sessions will address relations with archival constituencies–such as donors, volunteers, and students–as well as relations between archivists and archival repositories.

The plenary speaker will be Dr. Charles F. Bryan, Jr., director of the Virginia Historical Society and co-editor of *Eye of the Storm: A Civil War Odyssey Written by Private Robert Knox Sneden* (Free Press, 2000). Bryan will share the intriguing story of how the Society obtained four scrapbooks of Civil War watercolors and how these drawings became a generator of revenue for the repository.

The luncheon program will feature "BluesWomen: A Performance in Story, Image, and Song," by Leni Ashmore Sorenson, and Sheryl Warner and the Southside Homewreckers. "BluesWomen" tells the story of early African-American blues singers, evoking the music and times of the pre-World War II era through spoken narrative, period images, recorded songs, and live musical performance.

Conference participants will have an opportunity to visit the Library of Virginia, the Commonwealth's state-of-the-art research facility that opened in 1997, as well as the newly constructed state records center, which is one of the nation's largest public records storage facilities. In addition, the Local Arrangements Committee has organized a number of tours of historic sites and archival repositories.

Richmond offers both old and new things to see and do. Come visit some of the historic attractions, enjoy the city's fall splendor, and see the Commonwealth's twenty-first century archival repositories. We look forward to seeing *y'all* in the Old Dominion in October.

Tom Crew
Jodi Koste
Co-chairs, Local Arrangements Committee

Cheryl L. Stadel-Bevans
Linda Angle Miller
Co-chairs, Program Committee

Welcome!

Greetings, Society of North Carolina Archivists members, to this special fall meeting. The Executive Board hopes that you will enjoy your time here in Richmond and the opportunity to meet fellow archivists from MARAC.

Please be sure to attend the brief SNCA meeting on Saturday morning. This will give us a chance to meet as a group, meet new members, catch up with the continuing members, and have a short program about upcoming meetings and issues.

On behalf of the Executive Board, I am pleased to welcome you.

Diana Ruby-Sanderson
SNCA President

Local Arrangements Committee

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Tom Crew, *Library of Virginia*
Jodi Koste, *Virginia Commonwealth University*

Lois Angeletti, *Library of Virginia*
Mary Virginia Currie, *Virginia Historical Society*
Laura Drake, *Library of Virginia*
Virginia Dunn, *Library of Virginia*
Suzanne Durham, *Virginia Union University*
Conley Edwards, *Library of Virginia*
Lucious Edwards, *Virginia State University*
Jay Gaidmore, *Library of Virginia*
Dale Harter, *Library of Virginia*
Joan Echtenkamp Klein,
University of Virginia Health Sciences Library
Curtis Lyons, *Virginia Commonwealth University*
Jennifer McDaid, *Library of Virginia*
Eileen Parris, *Virginia Historical Society*
Joanne Porter, *Library of Virginia*

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Janice F. Goldblum, *National Academy of Sciences*
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Beth S. Harris, *Hollins University*
Greg LaMotta, *NARA*
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Tim Pyatt, *University of North Carolina at Chapel Hill*
Susan A. Riggs, *College of William and Mary*
Diana L. Ruby-Sanderson, *Presbyterian Historical Society (NC)*
Lisa Stark, *Duke University*
Kathleen A. Stewart, *Library of Virginia*
Charlotte L. Sturm, *Rockefeller Archive Center*

Program Editor

L. Rebecca Johnson Melvin, *University of Delaware Library*

Program Committee for SNCA

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Janis Holder, SNCA Vice-president/President-elect,
University of North Carolina at Greensboro

Suellyn Lathrop, SNCA Secretary,
East Carolina University
Eileen Heeran, *Biltmore Company*
Kenneth Marks, *Marks Book Repair Service*
Linda Simmons-Henry, *St. Augustine's College*
Kaeli Spiers, *Outer Banks History Center*
Lisa Stark, *Duke University*
Hermann Trojanowski, *North Carolina State University*

SCHEDULE-AT-A-GLANCE

WEDNESDAY, October 24

9:00 am – 5:00 pm . . *W1–Encoded Archival Description*

THURSDAY, October 25

8:00 am – 6:00 pm . . . . . *Registration*
9:00 am – 4:00 pm . . . . . *W2–MARC for Archivists*
9:00 am – 12:00 pm . . . . . *W3–Getting to Playback*
9:00 am – 12:00 pm . . . *W4–Basic Records Management*
10:00 am – 6:00 pm . . *W1–Encoded Archival Description*
10:00 am – 10:30 am . . . . . *Coffee Break*
1:00 pm – 4:00 pm . . . . . *W5–Preservation Basics*
1:00 pm – 5:00 pm . . . . . *MARAC Committee Meetings*
2:00 pm – 5:00 pm *T1–T5–Tours*
3:00 pm – 3:30 pm . . . . . *Refreshment Break*
5:30 pm – 9:00 pm . . . . . *MARAC Steering Committee Meeting and Buffet Dinner*
9:00 pm – ????????? . . . . . *Southern Hospitality*

FRIDAY, October 26

7:30 am – 6:00 pm . . . . . *Registration*
8:00 am – 8:30 am . . *MARAC New Member Orientation*
8:00 am – 8:45 am . . . . . *Continental Breakfast*
8:00 am – 5:00 pm . . . . . *Exhibitors*
8:30 am – 9:15 am . . . . *MARAC State Caucus Meetings*
9:30 am – 10:30 am . . . . . *Welcome and Plenary Session*
10:30 am – 10:45 am . . . . . *Coffee Break*
10:45 am – 12:15 pm . . . . . *S1–S5–Concurrent Sessions*
12:30 pm – 2:00 pm . . . . . *Lunch and Program*
2:15 pm – 3:45 pm . . . . . *S6–S10–Concurrent Sessions*
3:45 pm – 4:00 pm . . . . . *Refreshment Break*
4:00 pm – 5:30 pm . . . . . *S11–S15–Concurrent Sessions*
6:00 pm – 8:00 pm . . . . . *Reception–Library of Virginia*
8:30 pm – 9:30 pm . . . . . *Film Festival*
9:30 pm – ????????? . . . . . *Southern Hospitality*

SATURDAY, October 27

7:30 am – 1:00 pm . . . . . *Registration*
8:00 am – 9:30 am . . *MARAC Breakfast Business Meeting*
8:00 am – 9:30 am . . . . . *SNCA Breakfast Business Meeting/Program*
9:45 am – 11:15 am . . . . *S16–S20–Concurrent Sessions*
11:30 am – 1:00 pm . . . . . *S21–S24–Concurrent Sessions*
1:00 pm – ????????? . . . . . *Tour Richmond on your own*

Conference Overview and Special Events

WEDNESDAY, OCTOBER 24

9:00 am–5:00 pm ..... Workshop
See page 7

THURSDAY, OCTOBER 25

8:00 am–6:00 pm ..... Registration

9:00 am–6:00 pm ..... Workshops
See pages 7–8

1:00 pm–5:00 pm ..... MARAC Committee Meetings

All committee chairs should contact their members prior to the Richmond meeting to verify meeting times and prepare agendas.

Arline Custer Award Committee

Development Committee

Education Committee

Finance Committee

Finding Aids Committee

Meetings Coordinating Committee

Membership Development Committee

Nominating Committee

Outreach Committee

Publications Committee

Program and Local Arrangements Committees for Spring 2002

Program and Local Arrangements Committees for Fall 2002

2:00 pm–5:00 pm ..... Tours
See pages 5–6

5:30 pm–9:00 pm ..... MARAC Steering Committee Meeting and Buffet Dinner

9:00 pm–? ..... Southern Hospitality

FRIDAY, OCTOBER 26

7:30 am–6:00 pm ..... Registration

8:00 am–5:00 pm ..... Exhibitors

8:00 am–8:45 am . . . . . .Continental Breakfast

8:00 am–8:30 am . . . . . .MARAC New Member Orientation

8:30 am–9:15 am . . . . . .MARAC State Caucus Meetings

9:30 am–10:30 am . . . . . .Welcome and Plenary Session

Finding Private Sneden: Using a Collection to Advance Scholarship and Realize a Bonanza

Four tattered scrapbooks found in a Connecticut bank vault in 1994 yielded a treasure trove of more than five hundred watercolors that vividly depict America's great national drama, the Civil War. These scrapbooks–plus a five-thousand-page illustrated memoir that came to light later–are the life achievement of a long-forgotten Union private and mapmaker named Robert Knox Sneden. Sneden was in a singular position to see many of the Civil War's greatest campaigns firsthand, including the Peninsula campaign and the vicious fighting of the Seven Days, as well as the second battle of Bull Run. Near Brandy Station, he was captured by Colonel John Mosby in November of 1863 and was transferred in filthy cattle cars to Richmond, then to the notorious Andersonville prison camp. Sneden survived the horrors of Andersonville, hiding his diary and his sketches in his clothing and shoes, and faithfully recording everything he saw. After the war, he spent the last fifty years of his life perfecting one of the richest and most detailed descriptions ever written of a soldier's life in the Civil War.

Dr. Charles F. Bryan, Jr., director of the Virginia Historical Society and co-editor of *Eye of the Storm: A Civil War Odyssey, the Diary of Robert Knox Sneden*, will share the intriguing story of how the Virginia Historical Society obtained the Sneden manuscripts and how these materials became a generator of revenue for the Society.

10:30 am–10:45 am . . . . . .Coffee Break

Sponsored in part by the Society of North Carolina Archivists.

10:45 am–12:15 pm . . . . . .S1–S5 Concurrent Sessions

See pages 9–10

12:30 pm–2:00 pm . . . . . .Luncheon Program

BluesWomen: A Performance in Story, Image, and Song

Leni Ashmore Sorenson, and Sheryl Warner and the Southside Homewreckers will present a performance highlighting the history of early African-American women blues singers. Leni Sorenson, an historic presenter and lecturer, describes the lives and times of the blues divas while Sheryl Warner, modern-day blues singer, performs their plaintive music. Gregg Kimball, guitarist and historian at the Library of Virginia, and Rick Manson, harmonica player, complete this talented blues ensemble.

Early women blues singers created a compelling chronicle of African-American life, a powerful description of being a woman in a man's world, and a rich musical heritage that often managed to express hope and possibility in the face of tremendous adversity. "BluesWomen" tells their story, evoking the music and times of the pre-World War II era through spoken narrative, period images, recorded songs, and live musical performance. "BluesWomen" will include songs such as "Down-Hearted Blues" (Alberta Hunter and Lovie Austin, 1922), "Won't You Be Kind to Me?" (Hattie Hart, 1934), "Wild Women Don't Have the Blues" (Ida Cox, 1924), and "Nothing in Rambling" (Memphis Minnie, 1941). From Memphis Minnie's songs of transience and poverty to Bessie Smith's tale of floods and back-breaking labor, both country and classic blues singers described the trials of African-American life in the Jim Crow South and the problems and possibilities of the world of the northern cities.

2:15 pm–3:45 pm .....S6–S10 Concurrent Sessions
See pages 10–11

3:45 pm–4:00 pm .....Refreshment Break

4:00 pm–5:30 pm .....S11–S15 Concurrent Sessions
See pages 11–13

6:00 pm–8:00 pm .....Reception–Library of Virginia

Buses will depart from the Cary Street side of the Omni Hotel for the Library of Virginia beginning at 5:45 pm and continuing until 7:00 pm. Buses will begin returning from the reception to the Omni at 7:00 pm, continuing to return until 8:15 pm.

The Library of Virginia Foundation is sponsoring the Friday night reception in the beautiful atrium of the Library of Virginia. Opened in 1997, this modern structure is located at 800 East Broad Street in downtown Richmond and serves as home for the Commonwealth's archives. Tours of the public service areas and special collections will be offered during the reception. Participants may also explore a number of exhibits located on the first floor of the library, including "Virginia Coal Towns," "Block Ink Paper: The Prints of J.J. Lankes and Charles W. Smith," "Seeking Identity: Virginia's Indians," and "Books on Wheels: Virginia's Bookmobiles." Sheryl Warner and the Southside Homewreckers will provide musical entertainment. Vocalist Sheryl Warner, guitarist (*and historian!*) Gregg Kimball, and harmonica player Rick Manson deliver a wide range of acoustic blues music from the pre-World War II era, interpreting songs from the Virginia Piedmont to the Mississippi Delta. The Library of Virginia's gift shop will be open and conference registrants may make discounted purchases during the reception.

8:30 pm–9:30 pm .....Film Festival

Remember the giant U.S. Flag made from Tupperware bowls from the Film Festival at Penn State? How about the film about Philadelphia movie palaces? Experience the return of the MARAC Film Festival in Richmond. Join us for an evening viewing film footage from repositories around the Mid-Atlantic region. Our theme this year features a Halloween/Fright motif (comic or serious), so who knows what to expect!

9:30–? .....Southern Hospitality

SATURDAY, OCTOBER 27

7:30 am–1:00 pm .....Registration

8:00 am–9:30 am .....MARAC Breakfast Business Meeting

8:00 am–9:30 am .....SNCA Breakfast Business Meeting/Program

9:45 am–11:15 am .....S16–S20 Concurrent Sessions
See pages 13–14

11:30 am–1:00 pm .....S21–S24 Concurrent Sessions
See pages 14–15

1:00 pm–? .....Tour Richmond on your own

Tours

THURSDAY, OCTOBER 25

See transportation information page 16 for scenic driving tour.

T1 Richmond's African-American Museums

2:00 pm–5:00 pm
Fee: $5.00

Visit the **Maggie L. Walker National Historic Site**, and the **Black History Museum and Cultural Center of Virginia** in Richmond's historic Jackson Ward. The founder of St. Luke Penny Savings Bank in 1903, Maggie Walker was the first woman president of a chartered bank in the United States. The tour includes her two-story Victorian house with Italianate detailing and original furnishings and artifacts. The Black History Museum and Cultural Center of Virginia collects and exhibits artifacts and objects that illustrate the history of Black peoples, with an emphasis on Virginians. The L. Douglas Wilder Library at **Virginia Union University** houses a dedicated Archives and Special Collections Department to preserve the historical records of the university and to collect the history of African-Americans in Richmond. Included is the L. Douglas Wilder Collection that memorializes the life and career of Virginia's 66th governor (1990-1994), who was the first elected African-American governor in U.S. history. *Transportation between sites is provided. Please meet in the lobby of the Omni Hotel to begin the tour.*
http://www.nps.gov/mawa
http://www.blackhistorymuseum.org
http://www.vuu.edu/library/home.htm

T2 The Virginia State Capitol and Executive Mansion

2:00 pm–5:00 pm
Fee: None (space limited)

Join us for a walk to Capitol Square with your lively and knowledgeable guide, and see the Virginia State Capitol and the Executive Mansion. The Virginia State Capitol, designed by Thomas Jefferson, is the home of the state legislature. The Capitol houses Houdon's life-size statue of George Washington, as well as many other works of art. The Executive Mansion recently underwent an extensive renovation, some of which was seen on the television program *Bob Vila's Home Again.* Designed by Alexander Parris, the Mansion has been home to the governors of Virginia since 1813, and is the "oldest continuously occupied governor's residence in the United States built for that purpose." The Mansion has been refurnished with period furniture and priceless artwork. Come see some of the treasures of the Commonwealth. *Note: Wear comfortable shoes because this tour includes an uphill walk to Capitol Square from the Omni Hotel and back.*
http://legis.state.va.us/vaonline/vc6.htm
http://www.vaexecutivemansion.org/newsite/index.html

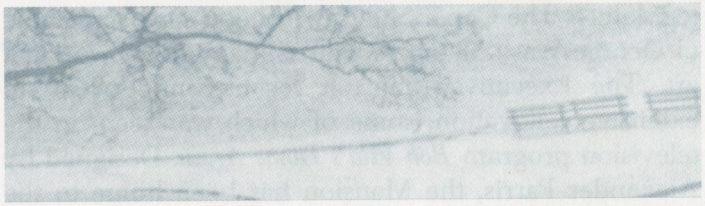
T3 Behind the Scenes at the Library of Virginia

2:00 pm–4:00 pm
Fee: None (space limited)

Established in 1823, the Library of Virginia manages the archival and printed collections of the Commonwealth of Virginia in fulfillment of its mission as the research and reference library at the seat of state government. The Library preserves and provides access to more than 83 million manuscript items documenting four centuries of Virginia history. Join us for a behind-the-scenes tour of the Etherington Conservation Lab, Photographic Services Department, Digital Library Project, and the Archives Description Services Department. *Note: Wear comfortable shoes because this tour includes an eight-block, uphill walk to the Library of Virginia from the Omni Hotel and back.*
http://www.lva.lib.va.us

T4 **Library of Virginia**
State Records Center
2:00 pm–5:00 pm
Fee: $5.00

Opened in 1999, the Library of Virginia's State Records Center (SRC) houses the Library's imaging operations, the Records Center for inactive agency records and the Archives Annex for low-reference permanent records. This state-of-the-art facility utilizes electronically guided machinery to retrieve records from the 26-foot-high shelving units and also features a blast freezer and digital imaging equipment. Many individuals from Virginia, throughout the United States, and around the world have toured this exemplary facility. We look forward to having you join us on this tour! *Transportation between sites is provided. Please meet in the lobby of the Omni Hotel to begin the tour.*
http://www.lva.lib.va.us/state/records/new-rc.htm



T5 **On-Your-Own Repository Tours**
2:00 pm–4:00 pm
Fee: None

The Eleanor S. Brockenbrough Library at the **Museum of the Confederacy** houses books and manuscript materials pertaining to Confederate military forces, including the Southern Women's History Collection and the George W. Ball Collection of Confederate bonds, money, and stamps. For more than 100 years, the **Valentine Museum/Richmond History Center** has collected, preserved, and interpreted the materials of the life and history of Richmond. It has significant collections in costumes and textiles, decorative and industrial arts, and prints and photography. The Special Collections and Archives of the **James Branch Cabell Library, Virginia Commonwealth University**, houses the personal library of Richmond author James Branch Cabell. The department holds one of the largest Book Art collections in the United States, a collection of comic art including comic books, and books and manuscripts dealing with the twentieth-century history and literature of Richmond and Virginia. Staff at all of these institutions will welcome drop-in visitors from the conference.
http://www.moc.org
http://www.valentinemuseum.com
http://www.vcu.edu/jbc/speccoll/speccoll.html

SATURDAY, OCTOBER 27

Do-It-Yourself Tours

Following the conference, we will be "turning you loose" to explore Richmond on your own. We have prepared a guide detailing some of the attractions around town, complete with driving directions from the Omni Hotel. Options include visiting **Agecroft Hall**, a fifteenth-century Tudor manor house; exploring the grounds of **Maymont** or the **Lewis Ginter Botanical Gardens**; and viewing the statuary along **Monument Avenue** or in **Hollywood Cemetery**. Expand your knowledge of Virginia and her residents by exploring the **Edgar Allen Poe House**, the **Maggie L. Walker Historical Site**, or the **Virginia Historical Society** (*VHS is offering free admission for all conference attendees*). Hear the "Mighty Wurlitzer" organ at the **Byrd Theater** on Saturday night, or explore the many **battlefields and Civil War-related attractions**. It's all up to you–enjoy!

Workshops

WEDNESDAY, OCTOBER 24

W1 Encoded Archival Description

Society of American Archivists Workshop #0118
(2 days)..... 1.5 CEU
9:00 am–5:00 pm, October 24
10:00 am–6:00 pm, October 25
Fee:
SAA Members:
Early Registration $303; after September 25 $328
Non-SAA members:
Early Registration $380; after September 25 $405

Location: Tompkins-McCaw Library, 509 North 12th Street, Richmond, on the MCV Campus of Virginia Commonwealth University. *Transportation by hotel shuttle, pay-for-your-own parking, or by walking. Lunch on your own.*

** REGISTER DIRECTLY WITH THE SOCIETY OF AMERICAN ARCHIVISTS
http://www.archivists.org/

This two-day workshop gives you the instruction and practice you need to bridge the digital divide. Get acquainted with the language of SGML and XML and practice with Soft Quad's Xmetal authoring software. In this workshop you will have the opportunity to: Encode your finding aids using Encoded Archival Description–Get an overview of Standard Generalized Markup Language Extensible Markup Language–Understand the structure of EAD (the SAA-endorsed standard for archival finding aids on the Web)–Mark up a finding aid using SoftQuad's Xmetal–Explore style sheets and implementation strategies–Apply EAD to your own finding aids. Basic computer skills are required. Participants will receive copies of the EAD Tag Library and EAD Application Guidelines as well as a $100 coupon off Xmetal version 2.0.

Instructors:
Kris Kiesling, *Department of Manuscripts and Archives, Harry Ransom Humanities Research Center, University of Texas at Austin*
Michael Fox, *Head of Processing, Division of Library and Archives, Minnesota State Historical Society*

THURSDAY, OCTOBER 25

W1 Encoded Archival Description

(Day 2–See Previous)

W2 Introduction to MARC for Archivists

9:00 am–4:00 pm
Fee: $50.00
Location: Library of Virginia, 800 East Broad Street, Richmond. *Note: The Library of Virginia is an eight-block, uphill walk from the conference hotel. Lunch on your own. For special assistance contact Jodi Koste at* ***jlkoste@vcu.edu*** *or (804) 828-9898.*

This full-day workshop is designed for those who have heard of, but have little experience with, the MARC (machine readable cataloging) format. Focusing on its use in describing historical records, the workshop covers basic terminology, as well as concepts such as national and local standards, access points, and common subfields. Several exercises throughout the course will result in each participant having constructed one complete MARC record before the end of the class. Participants must have an understanding of, and preferably a familiarity with, archival finding aids.

Instructor:
Dan Linke, *Assistant Archivist, Seely G. Mudd Manuscript Library, Princeton University*

W3 Getting to Playback: A Primer on Preserving Archival Sounds and Images

9:00 am–12:00 pm
Fee: $40.00
Location: Library of Virginia, 800 East Broad Street, Richmond. *Note: The Library of Virginia is an eight-block, uphill walk from the conference hotel. For special assistance contact Jodi Koste at* ***jlkoste@vcu.edu*** *or (804) 828-9898.*

How can we describe our audio and video holdings when we aren't sure what we have, don't know how to care for the materials, and lack the equipment to view or re-record? During this half-day workshop, the instructor will guide you through a history of recorded audio and video, stopping along the way to take a close look at various formats, discuss how to care for them, and answer your questions. *Note: The media of film will not be covered in this session.*

Instructor:
Steve Weiss, *Sound and Image Librarian, University of North Carolina at Chapel Hill*

W4 Basic Records Management

9:00 am–12:00 pm
Fee: $25.00
Location: Omni Hotel

This half-day workshop will include information on the law and records management, records retention and disposition schedules, records surveys, records appraisal, electronic records, e-mail, vital records, records disposals, and disaster planning.

Instructors:
Frank English, *Records and Information Management Analyst, Records Management and Imaging Services Division (RMISD), Library of Virginia*
Joanne Smith, *Records and Information Management Analyst, Records Management and Imaging Services Division (RMISD), Library of Virginia*

W5 Preservation Basics: Caring for Your Archival Collections

1:00 pm–4:00 pm
Fee: $35.00
Location: Omni Hotel

This half-day workshop provides an overview of preservation issues for new archivists or those with new preservation responsibilities. The emphasis will be on practical approaches to stabilizing fragile materials, and storing and handling archives correctly. Participants will learn cost-effective ways to achieve the best preservation results for their collections. During this workshop, participants will review the causes of deterioration for materials typically found in archives; explore best practices and supplies related to holdings maintenance; learn methods for setting preservation priorities; consider what can be safely accomplished in-house and how to contract for actions best left to professional conservators; and understand options for surrogates such as microfilm, photocopies, and digital imaging. Participants will receive a brief guide to key preservation publications, supply sources, and Web resources.

Instructors:
Yvonne Carignan, *Head, Preservation Department, University of Maryland Libraries*
Susan Koutsky, *Assistant Head, Preservation Department, University of Maryland Libraries*

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FRIDAY, OCTOBER 26

10:45 am–12:15 pm

S1 Records of the Panama Canal During a Time of Transition

At noon on December 31, 1999, the United States ceded sovereignty of the Panama Canal to the Republic of Panama. As part of the transition, records from the Panama Canal Commission were transferred from the Canal Zone to the National Archives at College Park. The presenters will discuss the complicated transfer process, focusing on records management, archival control, and conservation of these records.

Chair:
Linda Genovese, *Archivist, NARA*

Presenters:
Thomas Cotter, *Archivist, NARA*
Patrice Brown, *Archivist, NARA*
Michael Bragale, *Post-Transition Affairs Officer, Panama Canal Commission*
Mariana Patino, *Project Leader for the Panama Canal Documentation Project, US/ICOMOS and the National Park Service*

S2 Chemical Spills, Atomic Ills, and Twisters: Documenting Manmade and Natural Disasters

Whether flood, hurricane, war, or chemical spill, disasters produce a documentary heritage beyond the nightly news and congressional hearings. Disasters leave behind inevitable human dislocation, health concerns, and complex financial and legal problems; and they are the subjects of various schools of researchers, scientists, educators, and professionals. This session will examine three distinct collections: the Love Canal documentation project (University of Buffalo), the administrative collections of the Atomic Bomb Casualty Commission established in 1946 as a result of the atomic bombing of Japan (National Academy of Sciences), and the Disaster Research Center, the world's first social science research center devoted to the study of disasters, whose field research and collections span forty years of natural and technological disasters (University of Delaware). What are the documentation strategies and uses that these collections face, and what lessons do they have for future disaster research and researchers?

Chair:
Martin K. Gordon, *Adjunct Associate Professor, Department of History, University College, University of Maryland*

Presenters:
Daniel Barbiero, *Archivist, National Academy of Sciences*
Kathleen M. DeLaney, *Project Archivist, Love Canal Collection, State University of New York at Buffalo*
E.L. (Henry) Quarantelli, *Professor Emeritus and Founder, Disaster Research Center, University of Delaware*

S3 The Three R's– Reading, 'Riting, and 'Rchives: Educating with Archival Collections

Providing educational outreach programs is an important way for archivists to promote their collections, prove their institutional worth, and enhance the learning experiences of students at all levels. While the benefits of educational outreach are easy to understand, formulating and carrying out effective programs can prove difficult. This session will explore the methods and the experiences of three archivists who have developed successful ways of working with professors and teachers in order to share their expertise and their collections with students at both the high school and college levels.

Chair:
Thomas J. Frusciano, *University Archivist, Rutgers University*

Presenters:
Heather Willever-Farr, *Electronic Records Archivist, American College of Physicians–American Society of Internal Medicine*
James Gerencser, *College Archivist and Special Collections Librarian, Dickinson College*
William B. Obrochta, *Head of Educational Services, Virginia Historical Society*

S4 Money Makes the World Go Around: The Care and Feeding of Donors

Raising money is always a challenge. Some of us have the luxury of working with development officers; others have to do it on their own. No matter what the setting, there are some basic *dos* and *don'ts* that can give you more confidence when dialing for dollars. Come learn about the care and feeding of donors from the director of a special collections repository, a development officer, and a donor.

Chair:
Mary K. Mannix, *Archivist, Frederick County Public Library*

Presenters:
Cynthia H. Requardt, *Kurrelmeyer Curator of Special Collections, The Johns Hopkins University*
Tess Samuel, *Development Officer, National Academies*
William B. Thalhimer, III, *Community Volunteer and Past Board Member, Virginia Historical Society*

S5 Statewide EAD Projects

Both North Carolina and Virginia presently have statewide projects that address access to special collections. Use of Encoded Archival Description (EAD) for finding aids is a component of both projects. Speakers associated with VIVA (Virtual Library of Virginia) and NC-ECHO (North Carolina-Exploring Cultural Heritage Online) will talk about these special collections sites, who participates, what is included, and how EAD is employed.

Chair:
Elsie Stephens Weatherington, *Dean, Library and Media Services, Johnston Memorial Library, Virginia State University*

Presenters:
Bradley J. Daigle, *Virginia Heritage Project Supervisor, University of Virginia*
Kevin Cherry, *Consultant for Special Collections, State Library of North Carolina*
Josh McKim, *Digital Encoding Archivist; Rare Book, Manuscript, and Special Collections Library, Duke University*

FRIDAY, OCTOBER 26

2:15 pm–3:45 pm

S6 Documenting Population Diversity

Some communities bond together because their constituents share a common struggle that may cut across various traditional cultural groups. It is often difficult for archivists to anticipate what existing records may directly relate to the history of a community without a concerted search through various documentary sources. The presenters will discuss a NARA project to compile a Reference Information Paper dealing with Federal Records relating to People with Disabilities; the challenges and lessons learned in creating an archive for the Lesbian and Gay Community; and the types of records that can be found to document a social and political struggle as represented by the Adoptee Community.

Chair:
Jennie Diaz Guilbaud, *Archivist, NARA*

Presenters:
Frank H. Serene, *Archivist, NARA*
Richard Wandel, *Archivist, The National Archive of Lesbian and Gay History*
Penny Partridge, *Past President, American Adoption Congress*

S7 Translating Music Into History: Documenting the Jazz Experience

Many of us enjoyed Ken Burns's *Jazz,* which recently aired on PBS. For archivists, watching such a documentary can also raise questions about how jazz is being documented in archives today. Multimedia in nature, music-related archival collections have the potential to reveal a deeper and more textured historical record. Yet these collections often face unique challenges associated with technology-dependent records. Three archivists who represent both jazz legends and contemporary jazz artists will discuss their collections and will offer strategies for coping with archives that contain more than "just paper."

Chair:
Scott W. Schwartz, *Archivist, National Museum of American History, Smithsonian Institution*

Presenters:
Peggy Schein, *Curator, Louis Armstrong Archives, Queens College*
Annie Kubler, *Archivist, Institute of Jazz Studies, Rutgers University*
Ricki Moskowitz, *Archivist, Wynton Marsalis Enterprises*

S8 Either a Borrower or a Lender Be

Why should you bother to borrow artifacts from another institution for exhibit? Isn't it more trouble than it's worth? Our speakers will address the policies, procedures, and logistics of borrowing and lending artifacts for exhibit: how to approach a museum, the standards an institution has to meet to be a borrower, insurance issues, packing, etc. While the speakers will emphasize the policies of their respective institutions, they will also discuss those policies in general.

Chair:
Marisa Keller, *Archivist, The Corcoran Gallery of Art*

Presenters:
Margie Gill, *Registrar of Collections, Colonial Williamsburg Foundation*
David F. Riggs, *Curator, Colonial National Historical Park*
AnnMarie F. Price, *Registrar, Virginia Historical Society*

S9 An Archival Covenant: National, Regional, and Local Church Archives Working Toward the Common Good

National and regional archives of religious bodies are charged with assisting their member constituencies in the preservation of records and history. Most archives lack resources–both funding and personnel–to visit all those member bodies who request assistance. This session discusses informally what national and regional archives are doing to provide congregations with educational programs and services about the preservation of their heritage. The session will also benefit archivists of local history collections who work with religious institutions in their communities.

Chair:
Kenneth Marks, *Archivist, Holy Trinity Evangelical Lutheran Church*

Presenters:
Eileen Meyer Sklar, *Reference Archivist, Presbyterian Historical Society*
Russell Gasero, *Archivist, Reformed Church in America*
Dale Patterson, *Archivist, General Commission on Archives and History, United Methodist Church*

S10 Planning for the Management of Electronic Records of Enduring Value

This session provides an overview of how archives of all sizes can begin to plan for the accessioning, description, maintenance, and provision of reference service for electronic records. Our speakers have many years of experience in hands-on work with, as well as planning for, the accessioning of electronic records.

Chair:
Mark Conrad, *Director for Technology Initiatives, National Historical Publications and Records Commission*

Presenters:
Bruce Ambacher, *Archivist, NARA*
Fynnette Eaton, *Archivist, Smithsonian Institution Archives*

FRIDAY, OCTOBER 26

4:00 pm–5:30 pm

S11 Documenting Immigration and Migration

This session will focus on strategies to document the economic and cultural effects of immigration and migration in the United States. It will examine the ephemeral trail of the groups involved and explore a number of approaches to creating a lasting record of individuals and communities. Smithsonian Institution specialists in ethnic studies and museums will share their thoughts.

Chair:
George Tselos, *Supervisory Archivist, Statue of Liberty National Monument and Ellis Island Immigration Museum*

Presenters:
Franklin Odo, *Director, Asian Pacific American Studies Program, Smithsonian Institution*
Olivia Cadaval, *Folklife Specialist and Chair of Cultural Research and Education, Center for Folklife and Cultural Heritage, Smithsonian Institution*
Peter Liebhold, *Museum Specialist, National Museum of American History, Smithsonian Institution*

☛ When you pack your bags,
don't forget to include this copy of the program, as it will be the only publication you receive that describes the sessions!

S12 The Remains of *Kultur*: Archival Practice and Use of Records Relating to Looted Art of World War II

This session provides an overview of the arrangement and description of records pertaining to Looted Art from World War II. In this session, participants will discuss how records pertaining to Looted Art and its repatriation were described and made available at the National Archives, and how these records are being used by investigators seeking information on provenance of art alleged to have been looted.

Chair:
Michael Hussey, *Archivist, NARA*

Presenters:
Rebecca Collier, *Archivist, NARA*
Nancy Yeide, *Head, Department of Curatorial Records, National Gallery of Art*
Meg Melvin, *Archivist, Photographic Archives, National Gallery of Art*

S13 Lights! Camera! Action! Don't Touch!: When Film Crews Invade the Archives

We cannot deny it: it is rather exciting when someone wants to use photographs or even our facilities in their film. But directors and their crews have no idea what havoc can be wreaked when they do, even with projects that are information- or history-oriented. This session looks at two archives and an historic house which have experienced Hollywood's bright lights, and how policies have been created or changed in response.

Chair:
Judy Hohmann, *Archivist, New York State Archives*

Presenters:
Eileen Heeran, *Associate Archivist and Rare Books Librarian, The Biltmore Company*
William Bynum, *Assistant Director for Reference and Research Services, Presbyterian Historical Society*
Maja Keech, *Reference Specialist, Prints and Photographs Division, Library of Congress*

S14 Developing Intern and Volunteer Programs: Tips and Helpful Hints

How can a successful intern or volunteer program be conceived, developed, and operated? What ingredients are needed for a successful program which contributes to a positive experience for both repository, and intern or volunteer? What are the best methods to train interns or volunteers? How to advertise a program? How best to match needs of repositories, and interns or volunteers? By what criteria do interns or volunteers rate a program? How does an intern or volunteer appreciation day work? What are the similarities and differences in programs between large and small repositories? This will be a moderated discussion among four panel members consisting of two archivists, one representing a large repository and one a small one, an intern, and a volunteer. Panelists will provide the benefits of their experiences with the practicalities of developing intern or volunteer programs. Time will be allowed for the audience to ask questions.

Chair/Panelist:
Alison Oswald, *Archivist, Archives Center, National Museum of American History, Smithsonian Institution*

Panelists:
Stephen Doell, *Archivist, Historical Society of Western Pennsylvania*
Marianne C. Riley, *Graduate Student, College of Information Studies, University of Maryland*
Volunteer, *TBA*

S15 Reality Bytes: Experiences in Electronic Records Preservation Programs

Participants will discuss aspects of the planning, implementation, or development of the electronic records preservation programs at their institutions. Discussion will range from strategies for starting a program to selecting types of preservation media. Emphasis will be more on the practical issues facing preservation programs than on the theoretical models for preserving records.

Chair:
Al Minnick, *Senior Records Management Specialist, Millican & Associates*

Presenters:
Robert F. Nawrocki, *Electronic Records Coordinator, Library of Virginia*
C. Raymond LaFever, *Coordinator, Archival Advisory Services, New York State Archives*
Merisue D'Achille, *Archivist, NARA*

SATURDAY, OCTOBER 27

9:45 am–11:15 am

S16 The Ties that Bind: Documenting Communities through Archival Collections

Community is one of the basic groupings of society, uniting people through common denominators such as ethnic heritage, geography, and shared interests and goals. What brings people together as a group, and what forms them into a community? How is a community translated onto paper and into the archival collections that we manage? Communities to be explored in this session include the Appalachian region; the planned community of Hershey, Pennsylvania; and Philipsburg Manor, a living history museum that portrays an historic Dutch manor house located along the Hudson River. Three speakers will discuss these communities as they are documented in their collections, exploring the definitions of community and the challenges of understanding, preserving, and representing them to researchers and to the public.

Chair:
Sharon A. Pullen, *Suffolk County Archivist, Suffolk County Clerk's Office*

Presenters:
Kathryn Staley, *Archivist, W.L. Eury Appalachian Collection, Appalachian State University*
Pamela C. Whitenack, *Archivist, Hershey Community Archives*
Maria Gagliardi, *Librarian, Historic Hudson Valley*

S17 Developing and Giving Effective Presentations

Since one measure of a repository's success is the number of its users, archivists are increasingly called upon to expand their outreach programs. Workshops, seminars, lectures, and classroom presentations are venues that we can use to introduce researchers to our collections. We all have a wealth of knowledge; the hard part is knowing how best to share it. This session will give you practical information about how to translate what you know into an effective presentation.

Chair:
Jennifer Bryan, *Associate Director for Special Collections, Maryland Historical Society*

Presenters:
Andrea Bartelstein, *Instructional Services Coordinator, Milton S. Eisenhower Library, The Johns Hopkins University*
Geof Huth, *Manager, Records Service Development, New York State Archives*

S18 Intrinsic Value in Archives: A Discussion

In 1996, SAA awarded the Pease Award to Shauna McRanor for her article on intrinsic value. Much of McRanor's article centered upon the National Archives Information Leaflet on "Archival Intrinsic Value." The Information Leaflet was written by a Special Committee which included Maygene Daniels, now of the Gallery Archives, National Gallery of Art. More recently, Greg Hunter of Long Island University has given thought to the possibility of commemorative or intrinsic value in electronic records of enduring value. This session provides an opportunity to bring three points of view together for a discussion of the archival concept of intrinsic value.

Chair:
Michael Miller, *Director, Modern Records Program, NARA*

Presenters:
Shauna McRanor, *Ph.D. student, University of Victoria*
Maygene Daniels, *Archivist, National Gallery of Art Archives*
Greg Hunter, *Associate Professor, Palmer School of Library and Information Science, Long Island University*

S19 Plays well with others?: Archival Challenges within Libraries and Museums

This session will explore the convergence of the interests, standards, and practices of archivists with those of their colleagues from different backgrounds. Three speakers from "multipurpose" institutions will discuss how they combine and mold their own professional perspectives with those of their co-workers in order to satisfy their users' needs. Topics for consideration include description, automation, and reference services.

Chair:
Helena Zinkham, *Head of the Technical Services Section, Prints and Photographs Division, Library of Congress*

Presenters:
Ginny Dunn, *Archives Research Coordinator, Library of Virginia*
Lynn Holdzkom, *Manuscripts Cataloging Librarian, University of North Carolina at Chapel Hill*
Kristine Kaske, *Archivist, National Air and Space Museum, Smithsonian Institution*

S20 A Whole New Ballgame: The Impact of New Technologies on Archival Practices

This session will address how new technologies are changing the information playing field, in some cases forcing archivists to confront issues they've never had to deal with before. Topics to be covered include: managing the re-publishing of copyrighted material on the Internet by people other than copyright holders, a journalist's perspective on the privacy issues found in the mounting of court records on the Web, and how one archives is thinking about EAD in new ways to help manage its collections more efficiently.

Chair:
Tanya L. Marshall, *University of Maryland*

Presenters:
Peter B. Hirtle, *Co-Director, Cornell Institute for Digital Collections*
Amanda Haskins, *Researcher, Daily Press*
Sarah B. Cranstoun, *Assistant Archivist, Archives Service Center, University of Pittsburgh*

SATURDAY, OCTOBER 27

11:30 am–1:00 pm

S21 Documenting the Latino Experience in the United States

Early reflection on the Census of 2000 demonstrates that the history and culture of the United States are increasingly influenced by its growing Latino populations. This session will present both past and current efforts to document this experience. Susan Abbott from the National Archives will reflect upon photographic projects funded by the United States government which purported to document the "Hispanic Experience" in the United States. Rosa Fernandez from the Smithsonian Institution's Archives of American Art will discuss the efforts of that institution

to collect papers related to Latino artists in the United States. Ray LaFever from the New York State Archives will describe the Latino component of the New York Heritage Documentation Project, which is developing a statewide documentation plan for Latino communities.

Chair:
Nélida Pérez, *Head, Centro Library and Archives, Centro de Estudios Puertorriqueños, Hunter College*

Presenters:
Susan Abbott, *Archivist, NARA*
Rosa Fernandez, *Archivist, Archives of American Art, Smithsonian Institution*
C. Raymond LaFever, *Coordinator, Archival Advisory Services, New York State Archives*

S22 Documenting Adverse Reactions: Doctors, Patients, and Lawyers in the Archives

Scientific, health-care, and legal collections contribute to our understanding of disease, including prevention, risks, and public health concerns. What archival issues arise when collections are created by litigation or as documentation of adverse human health effects caused by defective products, destructive medical therapies, or occupational illnesses? How do archivists treat human subject materials in these collections? What issues of confidentiality do they encounter? The presenters will discuss the issues associated with the acquisition, administration, and use of such collections.

Chair:
Joan Echtenkamp Klein, *Assistant Director for Historical Collections and Services, Claude Moore Health Sciences Library, University of Virginia*

Presenters:
Michael Rhode, *Archivist, National Museum of Health and Medicine, Armed Forces Institute of Pathology*
Marsha Trimble, *Curator of Special Collections, University of Virginia Law Library*

S23 Misty Watercolor Memories: Archives and Anniversaries

Archival institutions often play a crucial role in the commemoration of anniversaries. What impact does this have on staff and the collections? What is the larger role in the realm of public memory? Three speakers will discuss the effect of anniversary celebrations on archival institutions, the use of archival material for such events, and how the celebrations of the past can guide future commemorations.

Chair:
Brent Tarter, *Assistant Director, Division of Publications and Educational Services, The Library of Virginia*

Presenters:
John Coski, *Historian and Library Director, The Museum of the Confederacy*
Margaret Hindle Hazen, *Curator, Centennial Exhibition, Carnegie Institution of Washington*
Michele Hiltzik, *Archivist, Rockefeller Archive Center*

S24 Collecting Faculty and Departmental Papers in College and University Archives

In addition to collecting faculty papers, College and University archivists are often responsible for records management for their institutions. However, sometimes these papers are intermingled. How does one determine what is university property and what is personal? What is worth keeping and what should be tossed? Should the papers of all faculty be collected or just a select few? Archivists must also deal with faculty emeriti, family members of deceased faculty, appraisals, and tax issues. Presenters will discuss their institution's practices and policies dealing with all of these issues.

Chair/Presenter:
Jackie R. Esposito, *Assistant University Archivist, Penn State University*

Presenters:
Jan Blodgett, *College Archivist and Records Management Coordinator, Davidson College*
G. David Anderson, *University Archivist, The George Washington University*
John Woodard, *Archivist, Wake Forest University*

Transportation

GETTING TO THE OMNI RICHMOND HOTEL

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In just over 0.5 mile, turn right onto **Monument Avenue** (the only street in America declared a National Monument); Monument Avenue becomes Franklin St. (through the heart of **Virginia Commonwealth University**, past the four-star **Jefferson Hotel** and the **Richmond Public Library** on your right);

2.5 miles after turning onto Monument, turn left onto 9th Street (the **State Capitol Square** is on your right); In 2 blocks, turn right onto W. Broad St. (the **Library of Virginia** will be on your left and across the street before you turn; you will pass the **Old City Hall** and **State Library and Archives** buildings on your right, **VCU's Medical College of Virginia** on your left);

In just over 1 mile, turn right onto 25th St. at **St. John's Church** (where Patrick Henry said "Give me Liberty or Give me Death!"); In 3 blocks, turn right onto Main St. (this goes through **Shockoe Bottom** and passes the **Old Train Station**, under renovation on your right);

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Postmarked by October 8, 2001:	❒ MARAC/SNCA member $60.00	❒ Non-member . . . . . $ 95.00*
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❒ W1 Wed/Thurs	**SAA Encoded Archival Description**	Register directly with SAA <**http://www.archivists.org/**>
❒ W2 Thursday	**Introduction to MARC for Archivists**	$50.00
❒ W3 Thursday	**Getting to Playback**	$40.00
❒ W4 Thursday	**Basic Records Management**	$25.00
❒ W5 Thursday	**Preservation Basics**	$35.00

Registration fee, if attending Workshops only: MARAC/SNCA member @$5.00; Non-member @$10.00 . . . . . $_____

TOURS *Please check the box for each tour you plan to attend.*

❒ T1 Thursday	**Richmond's African-American Museums**	$ 5.00
❒ T2 Thursday	**Virginia State Capitol and Executive Mansion**	**FREE** but registration required *space limited*
❒ T3 Thursday	**Behind the Scenes at the Library of Virginia**	**FREE** but registration required *space limited*
❒ T4 Thursday	**Library of Virginia State Records Center**	$ 5.00

Please help us plan meeting arrangements by checking the activities you plan to attend:

❒ Friday	**State Caucus Meeting and Continental Breakfast**	No Charge
❒ Friday	**Luncheon – check entree choice:**	
	❒ Chicken Marsala	$23.00
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❒ Friday	**Reception at Library of Virginia**	No Charge for Members
	Guest Ticket @ $ 5.00	$_____
❒ Saturday	**Morning Breakfast Buffet before Business Meetings**	$17.00

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S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S18 S19 S20 S21 S22 S23 S24

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COVER IMAGE: Thomas Crawford's "old" statue of George Washington admires the "new" wings of the Virginia state capitol building in this image of Capitol Square in Richmond, snapped about 1906 by photographer Harry C. Mann. *From the Harry C. Mann Photograph and Glass-Plate Negative Collection, Library of Virginia.*